

The TRANSCRIPT

Tyler Area Association of Legal Professionals

November 2022 Newsletter



President's Message

JO RUTH HANCOCK, CP

Dear TAALP Members:

Fall is in full swing, and nature is showing out for us. I love the paintbrush beauty of the changing leaves on the trees. Every year in November, I see a lot of Facebook posts about people who are thankful for this and that. I am so glad we have this time of year that causes us to pause and reflect on all our blessings and the people and things in our lives we are grateful for. Sadly, we hurry through many other months of the year without pausing to remember to be thankful throughout the year about our abundant blessings, so perhaps our take away this Thanksgiving season will be the attitude of gratitude all the time. With all that said, I want to take this opportunity to let each and every one of you know how thankful I am for TAALP and the opportunity to not only grow professionally, but also to have a place to come together, network, and get to know so many of you I probably otherwise would have never met. I have made many great friends throughout the years of my affiliation with TAALP, and you all are very dear to my heart. I also want to express my gratitude to the members of your current Executive Board of Directors. Serving with them is truly a privilege. I say this every year and mean it... your Board of Directors is comprised of an amazing group of women, who definitely go above and beyond to make TAALP the fine organization that it is!

Our November meeting is Thursday, November 10, 2022, at noon at Jalapeno Tree. Our speaker is Michael Dawson from the U. S. Secret Service. For those needing it, earn one hour CLE for attending. Cost for lunch is \$15.00. We want to say THANK YOU to Deposition Resources for sponsoring our meeting this month.

Last week we had a great Joint Luncheon after a two-year hiatus. We had a great turn out of TAALP members, and I was so proud to see you all there.

You have always been so generous in contributing to both of our holiday (Thanksgiving and Christmas) community service projects, and I feel like this year is going to be no different! You all have such a giving heart. Candace Dillon will be emailing you between now and our meeting next Thursday to let you know how to participate in this year's Thanksgiving event. I believe we may be donating to the East Texas Food Bank, but look for her email for all the details of who we will be helping this year. If you plan to donate, please bring your canned goods, check or cash to our meeting Thursday! If you cannot attend, email Candice at Candice.dillon@lgbs.com to make arrangements to get your donation to her. Your generosity and charitable spirit are very much appreciated. You will hear more later about our Christmas event(s).

Everyone has so much fun every year participating in our Christmas ornament exchange at our December meeting, so back by popular demand, we will do our Christmas story ornament exchange again this year. If you are new to TAALP, then you will want to come check it out this year. Bring your wrapped or gift bagged ornament... price limit is \$10.00 and we'll play the game. You'll go home with a great new ornament for your tree! Mark your calendar for December 8th at noon for this fun and festive event at the Jalapeno Tree.

Our Sunshine Committee chairperson this year is Hannah Scirto. She will keep up with the tradition of sending birthday cards and get-well cards when needed. So, if you know of a member who is sick, facing surgery, death of a family member, or any other crisis, please let us know. We care! Hannah's email address is hannah@mackenzieclcp.com.

THANK YOU members, vendors and sponsors who make our professional organization what it is. You are AWESOME!

Jo Ruth

President's Message

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NOTICES



**Watch for
Community
Service
Project Info!**



**November TAALP
Membership Meeting
Thursday, November 10
at Noon
The Jalapeno Tree
see Evite to RSVP!**



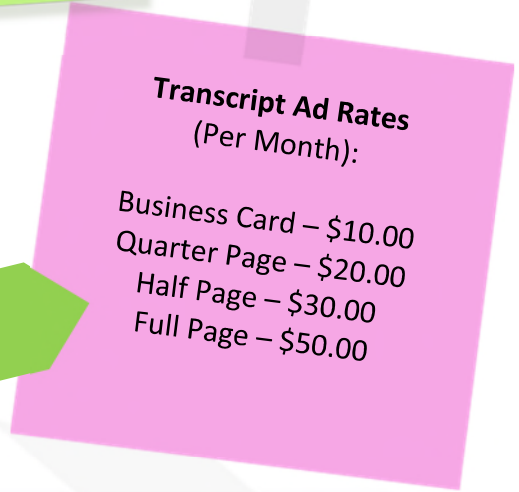
Check List...

- TAALP Community Service
- Veteran's Day -11th
- Thanksgiving - 24th
- Computer Security Day - 30th
- December 8th - TAALP Meeting - Christmas Ornament Exchange



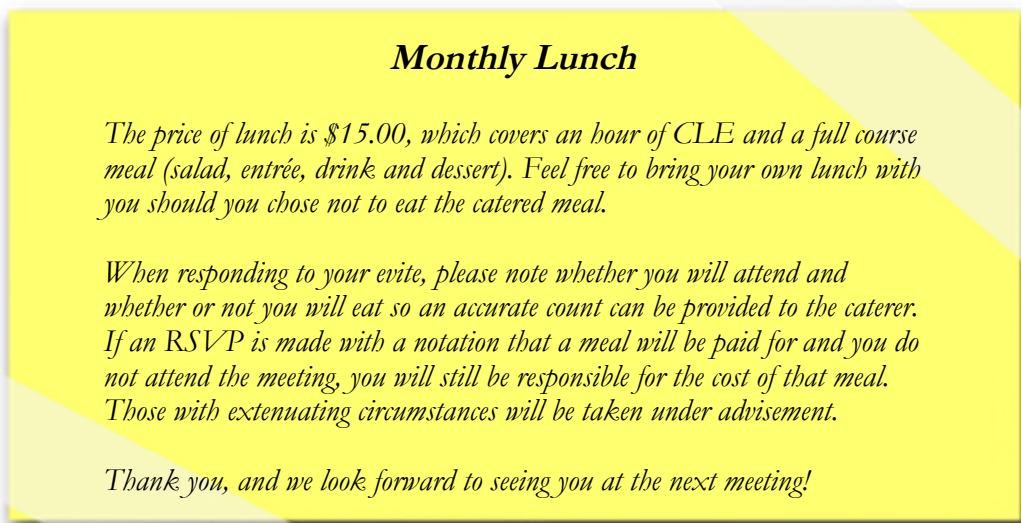
**TAALP can help
get your name out
to our members!**

For more information, send
email to Laura Jackson:
ljackson@wilsonlawfirm.com



**Transcript Ad Rates
(Per Month):**

Business Card - \$10.00
Quarter Page - \$20.00
Half Page - \$30.00
Full Page - \$50.00



Monthly Lunch

The price of lunch is \$15.00, which covers an hour of CLE and a full course meal (salad, entrée, drink and dessert). Feel free to bring your own lunch with you should you chose not to eat the catered meal.

When responding to your evite, please note whether you will attend and whether or not you will eat so an accurate count can be provided to the caterer. If an RSVP is made with a notation that a meal will be paid for and you do not attend the meeting, you will still be responsible for the cost of that meal. Those with extenuating circumstances will be taken under advisement.

Thank you, and we look forward to seeing you at the next meeting!

MEETING MINUTES

TAALP
MINUTES OF NOVEMBER 3, 2022 BOARD MEETING
By: Brandi Turchi, Recording Secretary

The Executive Board met at Texas Music City Grill and Smokehouse on Wednesday, November 3, 2022 for the monthly meeting. The following board members were present: Jo Ruth Hancock, President; Gaye Boynton, President-Elect; Lisa Betts, 1st Vice President; Candice Dillon, 2nd Vice President; Brandi Turchi, Recording Secretary; Laura Jackson, Corresponding Secretary; Tina Knighton, Treasurer; and Leatha Kopech, Executive Advisor.

President - Jo Ruth called the meeting to order at 12:17 p.m.

JO RUTH HANCOCK, President

Old Business:

- October meeting attendance: 24

New Business:

- November Sponsorship – Deposition Resources
 - Our November meeting is confirmed for Jalapeno Tree
 - Candy will begin planning a CLE day event for the Spring. Jo Ruth, Carrie, Tina and Brandi to assist
 - December we will continue our annual tradition of the Christmas ornament gift exchange (\$10 limit)

GAYE BOYNTON, President-Elect

- NALA Liaison – working on updating our bylaws to include NALA recommendations
- Email JT menus to those who RSVP'd Tuesday afternoon with request to return to you by 3:00 p.m. Wednesday. Email those menus to JT by the end of the day Wednesday

LISA BETTS, 1ST Vice President

- 22-2023 Renewal Membership total to date 76 members and 7 vendors
- Send Evite for November 10, 2022, membership meeting at noon (Deadline to RSVP Tuesday, November 8th at noon) - send evite on Thursday, November 3, 2022. Location: Jalapeno Tree. We will order from select menu. Send reminder Evite Monday, November 7th

CANDICE DILLON, 2nd Vice President

- November: Michael Dawson with the Secret Service re: Crypto Training
- January: Kacie Czaplá re: Tax Issues in Divorce
- Working on Thanksgiving and Christmas community service projects

BRANDI TURCHI, Recording Secretary

- Board Meeting Minutes for October Meeting

Brandi moved that the Minutes of the October 2022, board meeting be approved, as reported in the Transcript. The motion was seconded, and it carried

LAURA JACKSON, Corresponding Secretary

- Publish the newsletter by Tuesday, November 8, 2022. Deadline to get your information to Laura is Friday, November 4th by 5:00 pm

TINA KNIGHTON, Treasurer

- October 2022 Treasurer's Report

Tina moved that the Treasurer's Report for October 2022, be filed for audit. The motion was seconded, and it carried

LEATHA KOPECH, Executive Advisor

CARRIE KING, Parliamentarian

Next Regular Meeting: November 10, 2022 – Jalapeno Tree
Next Board Meeting: November 30, 2022 – TBD

END TIME: 12:45

Brandi Turchi, Recording Secretary

Jo Ruth Hancock, President

COMMUNITY SERVICE



Candy Dillon will be sending email to all TAALP Members with with information and details on our Thanksgiving and Christmas projects.

If you have ideas or suggestions for our service projects, please contact Candy Dillon at candince.dillon@lgbs.com.

NALA FOR STUDENTS

Don't Miss Out – This offer is still available!

Attention Paralegal Studies Students! NALA is temporarily offering a one-year Student Membership. This is a great opportunity for students interested in the paralegal field. This will also give you an idea of what NALA has to offer while you are a student and after you complete your initial education. This is a big discount off the standard student rate.

For more information and to join, visit nala.org.

EMPLOYMENT

OCTOBER 2022

Contact: Lisa Betts
TAALP Job Bank Coordinator

903.534.0200 or
lisa@sscfirm.com

| Position | Practice Areas/Job Description | Location |
|--------------------|---|----------|
| 1. Receptionist | <p>CIVIL LAW FIRM FULL TIME (8:00-4:30 M-F) H.S. GRADUATE – MUST BE PUNCTUAL AND DEPENDABLE HEALTH INSURANCE AND 401K (AFTER 1 YEAR OF EMPLOYMENT) OPPORTUNITY FOR ADVANCEMENT</p> <p>Please send resumes directly to Jodi Wich at: jwich@boydlawtexas.com</p> | Tyler |
| 2. Paralegal | <p>Family law Paralegal needed for a small law firm in downtown Tyler. Experience in family law preferred.</p> <p>Our firm is seeking an enthusiastic and multi-talented Paralegal to join our team. The ideal candidate for this position will have excellent written and verbal communication skills, including the ability to create clear and concise emails and documents. Prior legal experience is required, as the Paralegal is responsible for drafting pleadings, creating intricate spreadsheets, organizing contracts and managing case files. Experience in family law, misdemeanor criminal, and estate law is a plus. Our organization places value on personal integrity, work products and achievements, and we are seeking candidates that can perform well under pressure in a fast-paced environment.</p> <p>Experience: Legal Assistant: 2 years (Preferred)</p> | Tyler |
| 3. Runner/Clerk | <p>Part-time Runner/Clerk needed. Please see full job description from my email of 9/26/22.</p> | Tyler |
| 4. Legal Secretary | <p>The ideal candidate has prior experience as a Legal Secretary in a busy personal injury litigation practice and is able to perform full secretarial and administrative duties for up to two litigators.</p> <p>Duties: Prepares pre-suit demands and coordinates obtaining medical and billing records of client; prepares pleadings and discovery, including word processing, proof-reading and redlining work for accuracy and format; handles court filings, including e-filing, under supervision of attorneys; performs administrative tasks related to intake of new matters; maintains electronic and physical files; maintains docket of cases; coordinates meetings and appointments and maintains attorney calendars; communicates verbally and in writing with clients, court personnel, vendors, experts, co-counsel and opposing</p> | Tyler |

| | | |
|-------------------------|---|-------|
| | <p>counsel as instructed by supervising attorneys; answers phones and handles incoming and outgoing mail and faxes;</p> <p>Skills: Advanced word processing/computer skills utilizing a variety of software programs including MS Word, Excel, Outlook, PowerPoint, and Adobe. Proficient in electronic filing in state and federal courts. Excellent written and verbal communication skills, including grammar, spelling and punctuation. Strong phone etiquette, attention to detail and follow through skills are required. Must be highly organized and able to successfully multi-task and meet deadlines. Strong customer service, ability to be flexible and work effectively as part of a team is required.</p> <p>Pay and Benefits: Competitive pay; vacation days (1 week to start but flexible depending on circumstances); health insurance offered with payment of one-half of employee's individual premium, sick days, standard holidays.</p> | |
| 5. Legal Assistant | Full-time legal assistant needed with 3 years prior ex in personal injury and insurance def litigation. Salary negotiable, benefits include health insurance and bonuses | Tyler |
| 6. Legal Assistant | Litigation Firm is looking for an experienced legal assistant to handle all aspects of litigation from filing Answers, to responding to discovery, summarizing medical records, scheduling depositions, etc. We would prefer 5 yrs experience, but would be willing to train the right candidate. Salary depends upon experience, benefits offered. | Tyler |
| 7. Paralegal | Primarily family law. See job description from my 11/4/22 email | Tyler |
| 8. Administrative Asst. | Please see my email from 11/4/22 with job duties | Tyler |

MEMBERSHIP

2022 – 2023 TAALP Members

TAALP would like to thank all of the following for your membership:

| | | | |
|---------------------------|-----------------------------------|---------------------|------------------|
| Allison, DeeAnna | Dusek, Jackie | Kirby, Cindy | Scirto, Hannah |
| Anderson, Glenda | Earls, Kristen | Knighton, Tina | Sepmoree, Tina |
| Betts, Lisa | Faught, Kristy | Koch, Helen | Sherrill, Sharon |
| Blair, Erin E. | Foster, Ashley | Kopech, Leatha | Shipp, Kelsey |
| Blubonnet Process Service | Godwin, Carol | Lexitas | Shirley, Racheal |
| Boynton, Gaye | Green, Cecilia J | Liska, Rhonda | Skeen, Barbara |
| Brooks, Bonnie | Grissom, Janice | Liston, Lisa | Skinner, Peggy |
| Brown, Lindsay | Hancock, Jo Ruth | Locke, Angie | Slyater, Linda |
| Buchanan, Ann | Harvey, Terri | Luker, Kayla | Sparks, Rhonda |
| Carter, Kimberly | Hemphill, Carla | Marshall, Tracy | Taylor, Vickie |
| Cash, Lanell | Henry, Donna | Martinez, Marieliza | Tekell, Amanda |
| Clarkston, Paul | Henry & Peters | Martinez, Marilu | Trevino, Jorge |
| Clayton, Catherine | Hesse, Wendy | May, Tamara | Turchi, Brandi |
| Collins Investigations | Hurst, Jessica | Orellana, Victoria | Vallery, Jo |
| Connor, Sarah | Jackson, Laura | Parker, Nancy | Vickers, Hailey |
| Coplan, Patricia | Jones, Christine | Pilcher, Laney | Wheeler, Connie |
| Crawford, Melani | Jones, Gabby | Presley, Payton | Wich, Jodi |
| Crim, Nancy | Kelly Litigation Support Services | Rakestraw, Macy | Wilgus, Melissa |
| Deposition Resources | King, Carrie | Rex, Renda | Williams, Brandi |
| Dillon, Candice | | Rongel, Maria | Williams, Carlie |
| Discovery Records, Inc. | | | Wootton, Magen |
| Donabo de Ford, Jessica | | | |

The purpose of TAALP is:

- ★ To establish good fellowship among association members, national and state legal associations, and members of the legal community;
- ★ To encourage a high order of ethical and professional attainment;
- ★ To advance high standards of integrity and professionalism for legal professionals to the end that the public and the legal profession may be better served;
- ★ To further education among members of the legal profession;
- ★ To cooperate with state and local bar associations;
- ★ To further the interests of legal support staff and professionals through this Association; and
- ★ To support and carry out the programs, purposes, aims and goals of the National Association of Legal Assistants, Inc.

The benefits of membership in TAALP include:

- ★ CLE approved programs and seminars
- ★ Discounts to TAALP seminars
- ★ Access to job bank
- ★ Subscription to monthly newsletter - The Transcript
- ★ Great network to other legal professionals

COMMITTEES

2022 – 2023 TAALP Committee Volunteers

| COMMITTEE <i>brief description of committee</i> | VOLUNTEERS |
|---|---|
| MEMBERSHIP <i>review applications for membership or renewal, and to verify that they comply with criteria as defined in the Association Bylaws; maintain historical record of attendance at Association meetings</i> | Lisa Betts, Chairperson Laney Pilcher Macy Rakestraw Carlie Williams |
| NEWSLETTER <i>publish and distribute the newsletter to all members of the Association</i> | Laura Jackson, Chairperson Brandi Turchi Macy Rakestraw Hailey Vickers |
| EMPLOYMENT <i>maintain a confidential listing of members seeking positions as well as maintain a listing of positions available in the legal profession and to assist the potential employers in finding responsible legal professionals from within the Association to fill said positions</i> | Lisa Betts Hailey Vickers Macy Rakestraw |
| JOINT LUNCHEON <i>coordinate activities associated with the Annual Joint Luncheon sponsored by the Association in conjunction with other local legal organizations to honor area Judges</i> | Sarah Connor Ann Buchanan Maria Rongel Brandi Turchi Hannah Scirto Hailey Vickers Macy Rakestraw Catherine Clayton |
| WAYS & MEANS <i>consider and propose income-producing projects to the Executive Board</i> | |
| HANDBOOK <i>compile and maintain a book containing the membership roster, Bylaws, Code of Ethics Association, Standing Rules, and such other information as might be directed by the Executive Board</i> | Ann Buchanan |
| NOMINATIONS <i>ensure that all steps and requirements are followed for nominations and elections for each elected office of the Association</i> | Hannah Scirto Ann Buchanan Brandi Turchi |
| PROFESSIONAL ETHICS <i>promulgate, revise, and interpret the Code of Ethics and Professional Responsibilities of the Association</i> | Brandi Turchi |
| LONG RANGE PLANNING / BYLAWS & STANDING RULES | Ann Buchanan |
| LEGAL PROFESSIONAL OF THE YEAR <i>coordinate criteria and qualifications of the Legal Professional of the Year award, secure recommendations for recipients of the award from the membership, and obtain a volunteer selection committee</i> | Barbara Skeen Hannah Scirto Laney Pilcher Hailey Vickers |

| COMMITTEE <i>brief description of committee</i> | VOLUNTEERS |
|--|--|
| PROFESSIONAL DEVELOPMENT & CLE <i>develop programs, seminars, and materials relating to continuing education for legal professionals, working closely with other committees and local Bar Associations</i> | Candy Dillon Hannah Scirto Jo Ruth Hancock Maria Rongel Catherine Clayton |
| SCHOLARSHIP <i>solicit and receive applications for scholarship awards to be presented by the Association</i> | Barbara Skeen Kristen Earls Laney Pilcher Macy Rakestraw Payton Presley |
| COMMUNITY SERVICES <i>coordinate service projects and aid recognized organizations</i> | Candy Dillon Hannah Scirto CJ Green Kelsey Shipp Hailey Vickers Macy Rakestraw Lindsay Brown Carlie Williams DeeAnna Allison |
| LAW DAY <i>propose, coordinate, and carry out activities to promote Law Day in conjunction with other local legal organizations</i> | Helen Koch Hannah Scirto Kelsey Shipp Laney Pilcher Candy Dillon Maria Rongel Brandi Turchi Hailey Vickers Macy Rakestraw Ashley Foster Kristy Faught Jodi Wich Victoria Orellana Jessica Hurst Lindsay Brown DeeAnna Allison |
| FINANCE <i>prepare proposed budget for the upcoming year</i> | Tina Knighton, Chairperson |
| AUDIT <i>audit the financial records of the Association at the close of each fiscal year</i> | |
| PROCEDURES MANUAL <i>compile and maintain a manual containing job descriptions, step-by-step responsibilities for each officer and committee chairman</i> | |
| HISTORY | Brandi Turchi, Chairperson Tracy Marshall |



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BIRTHDAYS



THANK YOU

*TAALP
would like to extend a
BIG “THANK YOU”
to DAIRY QUEEN OF TYLER,
for donating the nice TREATS members
are finding in their birthday cards!!*

**BE SURE TO FREQUENT YOUR
LOCAL DAIRY QUEEN!**



CRYPTOCURRENCY

Our speaker for the November TAALP Luncheon will be Michael Dawson, with the United States Secret Service. His presentation will include information on cryptocurrency.

- Do you own or invest in cryptocurrency?
- Has your firm ever dealt with cryptocurrency?
- Does your firm accept cryptocurrency as a form of payment?
- How is the U. S. Secret Service involved in the world cryptocurrency?

This will be an interesting presentation on a new and growing technology.

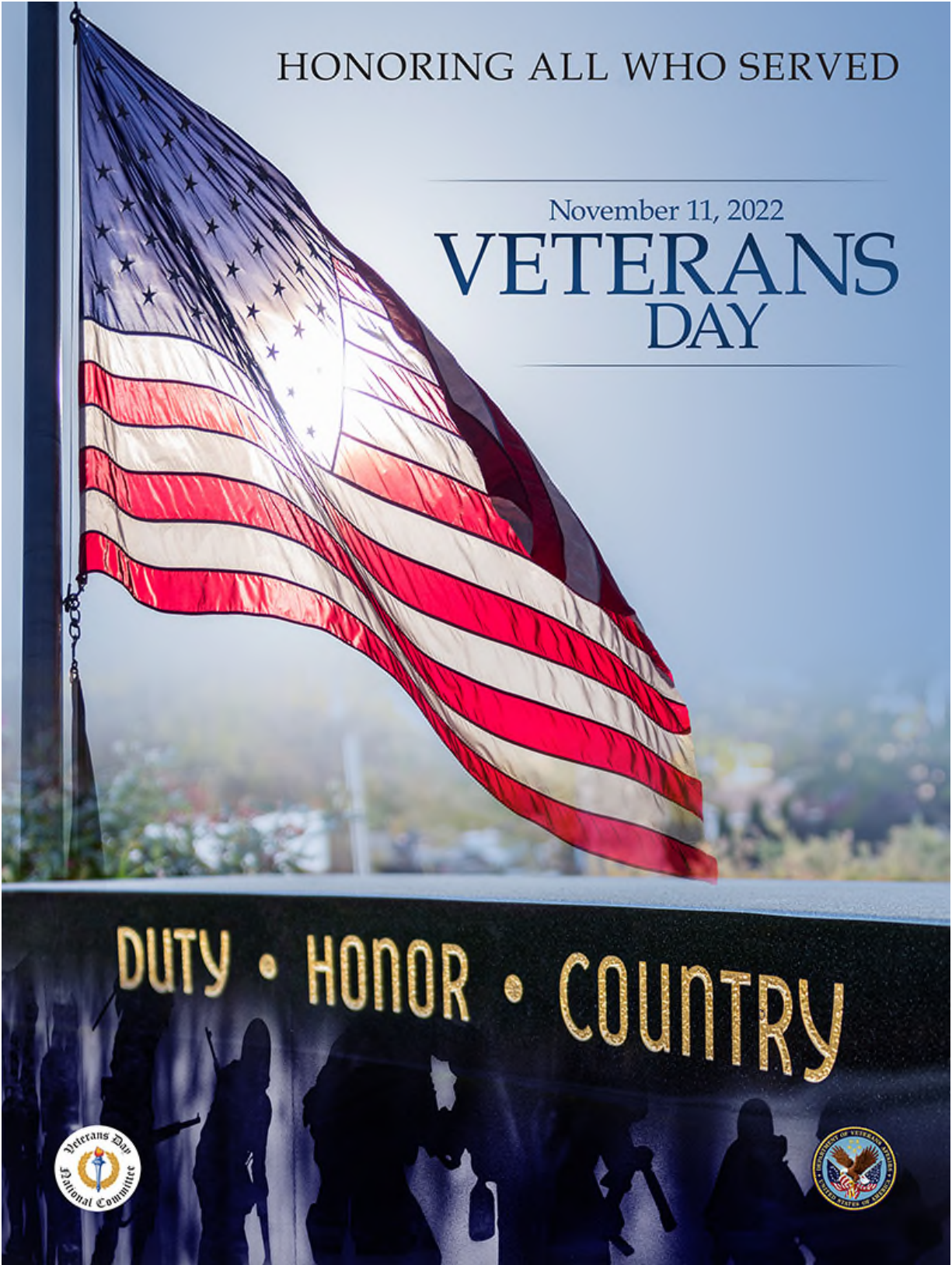
DECEMBER MEETING

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Mark your calendar for December 8th at noon at the Jalapeno Tree for this fun and festive event.



VETERANS DAY 2022



source: https://www.va.gov/opa/vetsday/poster/22poster_lowres.jpg



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